

Instructions for

**CHECK-IN/CHECK-OUT REPORT,  
MOTHERSHIP**

**1. TIME LIMIT AND SUBMITTAL.**

The operator of a mothership must submit check-in reports and check-out reports to the Regional Administrator by FAX or [transmit a data file by e-mail to erreports.fakr@noaa.gov](mailto:erreports.fakr@noaa.gov).

Check-in Report.

Before a mothership commences receipt of groundfish, the operator must submit a check-in report (BEGIN message) within the time limits given in the following table:

Submit a separate BEGIN message for ...	Within this time limit
Each reporting area of groundfish harvest, except 300, 400, 550, or 690	Must check-in to reporting area(s) where groundfish were harvested. <b>May be checked-in to more than one area simultaneously.</b>
COBLZ or RKCSA	Before receiving groundfish harvested with trawl gear, submit one check-in for the COBLZ or RKCSA and another check-in for the area outside the COBLZ or RKCSA.
Gear Type	If harvested in the same reporting area but using more than one gear type, prior to receiving groundfish submit a separate check-in for each gear type.
CDQ	Prior to receiving groundfish CDQ. If receiving groundfish under more than one CDQ number, use a separate check-in for each number.
Exempted or Research Program	If receiving groundfish from an exempted or research fishery, prior to receiving submit a separate check-in for each type.
Processor type	If a mothership and functioning simultaneously as a catcher/processor in the same reporting area, submit a check-in before functioning as either processor type
Change of fishing year	If continually active through the end of one fishing year and at the beginning of a second fishing year, submit a check-in for each reporting area to start the year on January 1.

### Check-out Report.

The operator must submit a check-out report (CEASE message) within the time limits given in the following table:

Submit a separate CEASE message for ...	Within this time limit
Each reporting area of groundfish harvest, except 300, 400, 550, or 690	Within 24 hours after receipt of fish is complete from each reporting area.
	If receipt of groundfish from a reporting area is expected to stop for a period of time (month(s)) during the fishing year and then start up again, may submit check-out report for that reporting area.
COBLZ or RKCSA	If receiving groundfish harvested with trawl gear, upon completion of receipt of groundfish, submit a separate check-out for the COBLZ or RKCSA and another check-out for the area outside the COBLZ or RKCSA.
Gear Type	Upon completion of receipt of groundfish, submit a separate check-out for each gear type for which a check-in was submitted.
CDQ	Within 24 hours after receipt of groundfish CDQ has ceased for each CDQ group.
Exempted or Research Program	Upon completion of receipt of groundfish under an exempted or research fishery, submit a separate check-out for each type for which a check-in was submitted.
Processor type	Upon completion of simultaneous activity as both mothership and catcher/processor, a separate check-out, one for mothership and one for catcher/processor.
Change of fishing year	If a check-out report was not previously submitted during a fishing year for a reporting area, submit on December 31, a check-out report for each reporting area.

#### NOTE

If a Mothership is transiting through a reporting area and is not fishing or receiving fish, a check-in or check-out report is not required from that area.

Enter the name of Mothership as listed on the Federal Fisheries Permit.

#### ADF&G Processor Code.

Enter State of Alaska Department of Fish & Game (ADF&G) processor code.

## 2. GENERAL INFORMATION

### Original/revised Report.

If Check-in/Check-out Report is the first one sent for this date and reporting area, check "ORIGINAL REPORT".

If Check-in/Check-out Report is a correction or addition to a previously sent report for this date and reporting area, check "REVISED REPORT."

#### Federal Fisheries Permit Number.

Enter Federal Fisheries Permit number (AK9).

#### Representative Information.

Enter name, telephone number, and FAX number of representative.

#### COMSAT No.

Enter the satellite communications number of the vessel (if available).

#### Vessel Name.

Management Program. Circle to indicate:

CDQ. Whether this activity is under the Western Alaska Community Development Quota (CDQ) Program.; if yes, record the CDQ number. If operating under more than one CDQ number, use a separate report for each.

Research Program. Whether harvest is under a research program; if yes, record the research program number.

Exempted Fishery. Whether harvest is under an exempted fishery; if yes, record the exempted fishery number.

Processor Type.  
Circle to indicate mothership.

Gear Type.  
Circle the gear type used to harvest the groundfish.

### 3. BEGIN MESSAGE.

Date And Time.  
Enter date (month-day-year) and time (A.l.t.) that receipt of groundfish begins.

Latitude/longitude.  
Enter latitude and longitude of mothership position in degrees and minutes (e.g., 54 30' N, 167 45'W) where groundfish receipt begins. **Option:** record to the nearest second or fraction of minute.

Federal Reporting Area.  
Circle the reporting area code where groundfish harvest occurred.

COBLZ or RKCSA.  
If harvest was caught using trawl gear, indicate whether catch was harvested in COBLZ or RKCSA.

Primary And Secondary Target Codes.  
List the two main species you expect to process next week. If intended target species changes but reporting area remains the same, do not submit a new BEGIN message.

### 4. CEASE MESSAGE.

Date And Time.  
Enter date (month-day-year) and time (A.l.t.) when the last receipt of groundfish was made.

Latitude/longitude.  
Enter latitude and longitude of mothership position in degrees and minutes (e.g., 54 30' N, 167 45'W) where the last receipt of groundfish was made.  
**Option:** record to the nearest second or fraction of minute.

Federal Reporting Area.  
Circle the reporting area code where receipt of harvest is completed.